

## **RESIDENT BAIL LICENSE FINGERPRINTING CHECKLIST**

### **In the Meridian ISP area:**

- Complete the attached ISP form (also available at [www.isp.idaho.gov](http://www.isp.idaho.gov))
- Take the completed form to the ISP and have your fingerprints taken
- Cost is \$10 for fingerprinting services and \$25.00 for background check for a total of \$35.00; checks should be made payable to Idaho State Police.
- ISP will send results directly to the Department
- Complete your CE and renew your license
- Your license renewal will be processed after all requirements have been met. Fax receipt for fingerprints and any supporting documentation needed for your renewal—such as criminal background information—to the attention of *Renewal Clerk* at 208-334-4398 or via email to [agent@doi.idaho.gov](mailto:agent@doi.idaho.gov). Your renewed license will be emailed to you upon issuance.

### **Outside the Meridian ISP area:**

- Go to the local sheriff's office or police station and have your fingerprints taken. They will provide you with the fingerprint card and receipt for cost of fingerprinting.
- Mail fingerprint card, completed ISP form and a \$25.00 check for the background search to ISP (address on the ISP form). Checks should be payable to Idaho State Police.
- Complete your CE and renew your license
- Your license renewal will be processed after all requirements have been met. Fax receipt for fingerprints and any supporting documentation needed for your renewal—such as criminal background information—to the attention of *Renewal Clerk* at 208-334-4398 or via email to [agent@doi.idaho.gov](mailto:agent@doi.idaho.gov). Your renewed license will be emailed to you upon issuance.

**KEEP THIS PAGE AND A COPY OF YOUR ISP FORM ON FILE FOR FUTURE REFERENCE. MAKE SURE TO START YOUR FINGERPRINT PROCESSING 4-6 WEEKS IN ADVANCE SO THAT THERE IS TIME FOR THE RETURN OF BACKGROUND INFORMATION TO REACH THE DEPARTMENT BEFORE LICENSE EXPIRATION. NO BAIL LICENSE WILL BE RENEWED BEFORE RECEIVING RETURNS FROM FINGERPRINTS.**

Questions? Please contact us at 208-334-4339 or [agent@doi.idaho.gov](mailto:agent@doi.idaho.gov).



# IDAHO STATE POLICE BUREAU OF CRIMINAL IDENTIFICATION



## FINGERPRINT BASED CRIMINAL BACKGROUND CHECK FORM of the Idaho Central Repository of Criminal History Records

A completed fingerprint card must be attached to this request. Submit a separate form for each request.  
Please print clearly in black or blue ink.

### REQUEST (check one)

**X**

\_\_\_\_\_ I am requesting an Idaho criminal history check on the subject named below

\_\_\_\_\_ I am requesting a copy of my Idaho criminal history check

Name:

Date of Birth:

Requester Name (if different):

**IDAHO DEPARTMENT OF INSURANCE**

Reason for Criminal History Check:

**BAIL AGENT LICENSE**

Address of Requester (results will be mailed to this address):

**700 W STATE ST  
PO BOX 83720  
BOISE ID 83720-0043**

Additional Information:

### General Information: An individual may obtain a copy of an Idaho record through the following procedures.

Submit a set of rolled fingerprints of the subject of the check on an applicant fingerprint card. These will be used to search the BCI database of fingerprints. Fingerprints provide a positive method of identification. The fingerprint card must be completed and include: Name (print), Alias Names (including maiden and previous maiden names), Current Address, Sex, Date of Birth, and Social Security Number (optional). The subject of the check must also sign the card. The official taking the fingerprints must date and sign the card. The date must be within 180 days of the fingerprint card submission.

A check made payable to Idaho State Police must accompany the fingerprint card. The fee is \$25.00 for each fingerprint check. A \$20 processing fee will be charged for any returned checks.

This request may be hand delivered or mailed to the address below. The bureau does not telephone or fax responses. Please allow ample time for processing this request. Requests are processed on a first come basis.

If you need the criminal history results notarized, please indicate this in the Additional Information section of this form.

The records maintained by the Idaho Bureau of Criminal Identification (BCI) are based upon the felony and serious misdemeanor arrests reported to BCI from other Idaho criminal justice agencies. If a person disputes the accuracy of information obtained, that person may challenge the information by writing to the address on this form.

Idaho Code 67-3008 (6) states, "A person or private agency, or public agency, other than the department, shall not disseminate criminal history record information obtained from the department to a person or agency that is not a criminal justice agency or a court without a signed release of the subject of record or unless otherwise provided by law."

**700 S. STRATFORD DR. STE. 120 • MERIDIAN, ID 83642  
(208) 884-7130 • FAX (208) 884-7193**

*State of Idaho*  
**DEPARTMENT OF INSURANCE**

C.L. "BUTCH" OTTER  
Governor

700 West State Street, 3rd Floor  
P.O. Box 83720  
Boise, Idaho 83720-0043  
Phone (208)334-4250  
FAX # (208)334-4398

WILLIAM W. DEAL  
Director

July 2013

RE: BULLETIN 11-05, BAIL AGENTS

Enclosed please find Bulletin 11-05 outlining the newly legislated bail license requirements.

Of particular importance is the requirement to re-fingerprint at the time of renewal. To allow time for processing before your bail license expires, we recommend having your fingerprints done a minimum of six weeks prior to the expiration of your license.

Keeping your contact information up-to-date with the Department will ensure that important renewal and CE notices reach you. Renew your license online up to 45 days prior to your expiration, and fax your fingerprint receipt along with any supporting documentation needed for renewal to 208-334-4398. Your renewal will be processed after the background check has been completed and returned to the DOI. Instructions for fingerprinting are enclosed. The attached form has been updated to reflect a fee change from ISP.

Please also visit our website, [www.doi.idaho.gov](http://www.doi.idaho.gov), for further details under DOI Rules, IDAPA Rule 18-01-04.

Call 208-334-4339 or email [agent@doi.idaho.gov](mailto:agent@doi.idaho.gov) if you have questions about this process.

Best regards,

PRODUCER LICENSING  
Idaho Department of Insurance

C.L. "BUTCH" OTTER  
Governor

*State of Idaho*  
**DEPARTMENT OF INSURANCE**

700 West State Street, 3rd Floor  
P.O. Box 83720  
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Phone (208)334-4250  
FAX # (208)334-4398

**WILLIAM W. DEAL**  
Director

**BULLETIN NO. 11-05**

**DATE:** June 23, 2011  
**TO:** Bail Agents and Surety Carriers That Provide Bail Bond Contracts  
**FROM:** William W. Deal, Director  
**SUBJECT:** IDAPA Rule 18.01.04 (Bail Rule)

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The purpose of this bulletin is to remind bail agents and surety carriers that the 2011 Legislature approved a new rule issued by the Department relating to permitted bail practices in the State of Idaho. **IDAPA 18.01.04** became effective April 7, 2011. All persons involved in the business of bail in Idaho should carefully review this rule. The full text of the rule is available through the Department's website at [www.doi.idaho.gov](http://www.doi.idaho.gov), by clicking on the link to rules.

Following is a brief summary of the pertinent sections of Rule 18.01.04:

**Section 012:** A bail agent must notify the Department of changes of name address, appointment and affiliation.

**Section 013:** Criminal background checks are required for bail agent license renewal.

**Section 014:** Stacking of bail bonds is prohibited.

**Section 015:** A bail agent is required to notify the surety within ten days from the date a Notice of Forfeiture is received by the agent from the court.

**Section 016:** Charges and fees outside the scope of Idaho Code Section 41-1042 must be negotiated separately after the bail bond has been effectuated, and collateral accepted in connection with the bail bond transaction is to be used only for reimbursement of penal amounts paid to the court by the surety.

**Section 017:** If a bail agent extends credit for the payment of bail premium, the arrangement must be documented by a written agreement that includes, at a minimum, the names of the parties, the premium amount financed, the per annum rate of interest, the schedule of payments and signatures of all parties.

**Section 018:** Explains that for purposes of Idaho Code Section 41-1329(6), liability for payment of a forfeiture is “reasonably clear” if a defendant has not appeared or has not been brought before the court within one hundred eighty days after the entry of the Order of Forfeiture or a motion to set aside has not been filed within five business days after expiration of the one hundred eighty days.

The above descriptions are provided only as summaries of the new requirements. Agents and sureties involved in the business of bail in Idaho are expected to be familiar with all the requirements of **IDAPA 18.01.04**, as well as the applicable statutory requirements of **Title 41**, Idaho Code. Persons with questions regarding this bulletin should contact the Department of Insurance at (208) 334-4250.

## Bail Agent Information

*Please keep this document*

Sections 41-1037 through 41-1045, Idaho Code, provide requirements for the regulation of bail agents, in addition to the general requirements of producers under Chapter 10 of Title 41. Please also consult IDAPA Rules 18-01-04 – Rules pertaining to Bail agents. A bail agent is licensed in the line of surety insurance and is authorized by an insurer to execute or countersign undertakings of bail in conjunction with judicial proceedings.

### License

- This license is the property of the state of Idaho and is issued to the bail agent, who is responsible for it.
- In the event this license is cancelled, surrendered, terminated, revoked or suspended, you must return a notarized Loss of License Affidavit (in lieu of the actual license) to this department immediately pursuant to Idaho Code 41-1027.

### Address Changes

- Idaho Code §41-1008(6) and IDAPA 18-01-04 state that all producers must inform the Department of Insurance within 30 days of any change of address or contact information. Please go to <https://pdb.nipr.com/ACR/SignIn> to report a change of address.
- Per Idaho Code §41-1009 (3), if you have a state-to-state change of address, you must be licensed in the new domicile state before submitting this change of address to Idaho. Submit this change by paper using the form from our web site. Business entities please use our business address change form. Fax to 208-334-4398 or scan and email to [agent@doi.idaho.gov](mailto:agent@doi.idaho.gov). No fee is required for this service.

### Bulletin 11-05, IDAPA Rule 18.01.04 Bail Rules

- Please read the attached bulletin outlining the update to Bail rules. Be sure to research the full version of this rule on our website under Laws/Rules/Bulletins. Bail statutes can be found in the same place under Idaho Code, Title 41, Chapter 10, Sections §41-1037 – 1045.

### License Renewals

- Licenses are issued for two years. Individual licenses expire at the end of the birth month. Agency licenses expire on the first day of the month following date of issue. **You are responsible for the timely renewal of your license.** You will receive a courtesy ***“notice to renew”*** postcard approximately 6 weeks prior to your renewal date. You do not need to receive this notice in order to renew your license. Please go to [www.nipr.com](http://www.nipr.com) or [www.sircon.com/idaho](http://www.sircon.com/idaho) to renew online or to [www.doi.idaho.gov](http://www.doi.idaho.gov) to renew by paper anytime within the 6-week period prior to expiration. **NEW!!! Both Resident and Non-resident Bail agents are now required**

to fingerprint for every renewal, in addition to completing all other renewal processes. Click on the appropriate license type for renewal packets: Resident or Non-resident. **Fingerprint results take anywhere from three to six weeks, so be sure to do this well in advance of your expiration. We cannot renew the license without a background report from ISP.** To speed up the administrative process, fax *receipts* given you at the time of fingerprinting to the Department of Insurance/licensing section at 208-334-4398 or scan and send to [agent@doi.idaho.gov](mailto:agent@doi.idaho.gov). Be sure to explain in a cover sheet that this receipt is sent in connection with a Bail Agent renewal and provide your license or NPN number as an identifier.

- Your renewal fee must be received or postmarked prior to your expiration date to avoid paying a late fee. NOTE: Appointments are terminated once a license is lapsed and must be resubmitted when the license is reactivated.
- Mail-in renewal fees are \$80. Online renewal fees are \$60 plus the vendor processing fee.
- Online renewal is available up to 45 days prior to the expiration date.

#### **License Reinstatements**

- If you fail to renew prior to the expiration date, your license may be reinstated. Please use the appropriate reinstatement form from our web site and submit with the appropriate fees. Contact us if you need assistance or have questions about the fees.
- Reinstatement fee is \$160. Residents will pay a CE penalty for CE completed after the expiration date. See the CE information sheet or contact us.
- No online Reinstatement is available for Bail licenses at this time.
- Reinstatements will require new original bond or confirmation letter from Surety that bond is still active, along with a paper appointment form completed by the Surety and provided with the reinstatement form.

#### **Continuing Education Requirements**

- Resident producers please see the attached CE information sheet.
- CE is automatically downloaded by providers and must be in system before a renewal can be processed.
- Business entities and non-resident bail agents are exempt from the CE requirement.

#### **Reporting of Actions**

You must report any criminal or administrative actions to the Idaho Department of Insurance within 30 days per §41-1021, and we encourage you to use the **NIPR Reporting of Actions Warehouse** at [www.nipr.com](http://www.nipr.com) as a convenient means to post your documents and explanations in order to report to Idaho and any state in which you are licensed.

#### **Company Appointments or Agency Registrations**

- Bail agents may not act on behalf of a surety insurer unless they become an appointed agent of that insurer.
- Business entities are required to register at least one Idaho-licensed bail agent.
- New appointments can be processed electronically through NIPR or Sircon, or by paper submitted to the Department by the Carrier.
- Loss of all appointments will automatically cancel a bail license.
- Appointments are terminated once a license is terminated.

### License Reactivation

- [Click here to download a Bail Reactivation Packet.](#)

### Bail Agent/Agency Bond

- Per Idaho Code §41-1040, the bail agent must file and maintain a surety performance bond in the amount of \$15,000 in favor of the Director of the Idaho Department of Insurance. If your bond is cancelled, you will receive notice from the Department. If the bond is not replaced before the cancellation date, the license will be terminated.

### Contact Information

Attn: Licensing Section

**Idaho Department of Insurance**

700 W State St Fl 3

PO Box 83720

Boise, ID 83720-0043

Email: [agent@doi.idaho.gov](mailto:agent@doi.idaho.gov)

Web Site: [www.doi.idaho.gov](http://www.doi.idaho.gov)

Phone: 208/334-4339

Fax: 208/334-4398

**Sign up on our Web site to receive the Department's latest news, notices and bulletins.**

To **search your license record** on our website, click [here](#). Enter the license number or your name, select the license type (either company or individual) and click on *search*. This record will display expiration date, active appointments, business address and business phone, license and NPN numbers. There is no fee for this service.

To **track your CE status** on our website, go to the continuing education page and click on [Individual CE Transcript Inquiry](#). Click again on Individual CE Transcript Inquiry and follow the prompts to retrieve your personal CE record.

To **print a license** on our website, click *online services* and then select [Print a License](#). Enter the license number and your current email address and click submit. This copy will reach you via email as an attachment. There is no fee for this service.

**Questions?** Contact us through the means listed above.